

PURCHASE OF EQUIPMENT, CHEMICALS & OTHER HAZARDOUS MATERIALS

Is this purchase an Internal Order or from a Faculty Approved Supplier Y / N

If **NO** Parts 1 & 2 of the EHS Checklist must be completed

If **YES** Part 2 only of the EHS checklist must be completed

Internal Order suppliers have Certificates of Compliance & Australian Standards

Items purchased from the Faculty / University Approved Supplier Website:

http://www.intranet.mdhs.unimelb.edu.au/_data/assets/pdf_file/0014/24530/app_supp_list.pdf
comply with:

Australian Standards or equivalent,
Legislative requirements,
Performance to Environmental Standards,
Qualified Maintenance and Servicing personnel

Environment Health and Safety (EHS) Checklist

Part 1

1. Does the item comply with the relevant Standards Y / N / NA

Refer to Standards List on web site:

<http://www.medfac.unimelb.edu.au/med/ehs/purchaseStdsLst.pdf>

Please note Standards No's: _____

2. Is it compliant with Electrical Safety Standards (AS, C Tick Standards or CE) Y / N / NA

Part 2

- | | |
|---|------------|
| 1. Will training for staff and students be conducted | Y / N / NA |
| 2. Is a licence to hold or use or registration to operate been approved | Y / N / NA |
| 3. Are manuals, certificates and safe use information provided | Y / N / NA |
| 4. Has the energy efficiency of whitegoods been considered | Y / N / NA |
| 5. Have Material Safety Data Sheets been or will be supplied | Y / N / NA |
| 6. Has a Risk Assessment for the use of the material been completed | Y / N / NA |
| 7. Can the item be installed without affecting others for noise, dust, power etc | Y / N / NA |
| 8. If the item is a replacement, has the faulty item been tagged out and entered on a maintenance log | Y / N / NA |

An 'N' answer to any of the EHS checklist questions will require action by the requester to rectify the issue prior to purchase approval

Other Requirements

Where workplace or personnel monitoring is required it is the requester's responsibility.

Where specialised Personal Protective Equipment (PPE) is required to handle an item, the PPE must be supplied prior to delivery.

Licencing – Examples of Licences / Registration

AQIS, Poisons, Radiation, Autoclave Registration, Hazardous Substances Permits.

Waste Disposal

All items must have an environmentally sound path for disposal.